



# Financial Managers' Meeting

May 28, 2024

# • Agenda

1. Opening remarks (Jason)
2. Topics by TCSO – Amanda L.
3. Topics by Budget Team (Susan)
4. Topics by OMB
5. Topics by Jason
6. Topics by Rachel
7. Topics by Carla
8. Training Minute
9. Roundtable

- **TCSO – Amanda Lash**

- Reminder that the last day to submit FY24 unrestricted travel is July 12th. Anything submitted after this date will post to FY25.



- **Topics by BCR**

- Continuation Budget Webpage ready
  - <https://www.uaf.edu/finserv/finance-accounting/resources/continuation-budget.php>
- Continuation Budget google site updated
  - <https://sites.google.com/a/alaska.edu/uaf-continuation/continuation-budget>
  - FY25 recording posted
- FY24 Year-End dates posted for Finance/Accounting
  - Watch LR dates – not **DUE** by, but **PROCESSING** dates, must be received by day before to allow for keying
  - Watch last day for BR's/JV's etc.
- Factual Friday (5/31/24) dedicated to Continuation Budget questions – BRING IT!





# • Topics by BCR (Continued)

July 1	<ul style="list-style-type: none"> <li>Units with inventories must submit inventory lists (with copies of count sheets), associated inventory reconciliation, and JV's to Finance &amp; Accounting.</li> <li>Position (PCN) attribute adjustments resume.</li> </ul>
July 4	<ul style="list-style-type: none"> <li>FINAL LR 2024 <b>R01-R13</b> Labor Reallocation using FY24 Staff Benefit rates and posting to FY24 Finance period.</li> </ul>
July 4/5	<ul style="list-style-type: none"> <li>Holidays</li> </ul>
July 6	<ul style="list-style-type: none"> <li>R14 payroll period posts to Banner</li> </ul>
July 9	<ul style="list-style-type: none"> <li>FY24 Journal Vouchers submitted to Finance &amp; Accounting by this date guaranteed to post to FY24; after this date, until <u>July 15</u>, Journal Vouchers posted to FY24 <u>only if time permits</u>.</li> <li>No JV's accepted after July 15, 2024 without approval from OFA Director.</li> </ul>
July 11	<ul style="list-style-type: none"> <li>FINAL FY24 Labor Reallocation Run (<b>2024 R14 ONLY</b>) using FY24 Staff Benefit rates and Posting to FY24 Finance period</li> </ul>

May 23	<ul style="list-style-type: none"> <li>FY25 Recharge Center rate proposals due to Finance &amp; Accounting.</li> </ul>
June 4	<ul style="list-style-type: none"> <li>Last date to submit <b>FY24 Budget Revisions</b> for all funds to Finance &amp; Accounting.</li> <li><u>FY25 Continuation Budget due to Finance &amp; Accounting.</u></li> <li><b>Last date for PCN attribute changes in Banner</b></li> </ul>
June 14	<ul style="list-style-type: none"> <li>Last day for FY24 committed (commit type "C") encumbrance transactions, including deletes, to Accounts Payable by 5 PM.</li> </ul>
June 20	<ul style="list-style-type: none"> <li>Dates of physical inventory and inventory instructions due to Finance &amp; Accounting.</li> <li>Submit all FY24 petty cash receipts for reimbursement (petty cash activity that occurs after this date may process as FY24 until June 30).</li> </ul>
June 27	<ul style="list-style-type: none"> <li><b>FINAL FY24 Labor Reallocation (<b>CY2023 R14-R26</b>) using FY24 Staff Benefit rates and posting to FY24 Finance period.</b></li> </ul>



- **Topics by OMB**

- FY25 State of Alaska budget update
- Planning & Budget Committee (PBC) - review of FY26 proposals is complete



- **Topics by Jason**

- April Management Report Review w/ Cycle 10 Revenues
- Budgeting/Forecasting for Restricted Funds
- FY25 Continuation Budget Adjustments



# FY24 April Management Report Summary

## Fund 1 Unreserved Fund Balance

CABINET	FY22 Actual	FY23 Actual	FY24 Oct Projection	FY24 Jan Projection	FY24 Mar Projection	FY24 Apr Projection
Chancellor	33,000	(1,124,200)	(631,600)	(200,500)	(228,800)	(787,600)
Provost	3,819,000	3,714,300	5,358,600	3,733,200	5,280,300	5,159,200
VC RCNE	2,238,000	2,684,600	698,500	1,582,900	1,624,600	2,057,600
VC Research	3,454,000	4,547,700	3,681,200	2,926,400	4,084,700	3,949,600
VC SAEM	1,239,000	191,300	(1,057,800)	(1,186,200)	(1,279,900)	(1,395,800)
VC AS	1,116,000	2,607,000	3,719,300	3,826,200	2,340,900	2,088,700
Central Support	1,960,000	1,180,700	100	1,500	0	700,000
<b>Total</b>	<b>13,959,000</b>	<b>13,801,400</b>	<b>11,768,300</b>	<b>10,683,500</b>	<b>11,821,800</b>	<b>11,771,700</b>



<i>Net STF includes Federal GASB offset</i>						
CABINET	FY23 Student Tuition & Fees Cycle 10	FY24 Student Tuition & Fees Cycle 10	FY23 Actual Year End (Net) Student Tuition & Fees	FY24 Projected Year End (Net) Student Tuition & Fees	Cycle 10 Change FY23 to FY24	Projected Year End Change FY23 to FY24
Chancellor	648,000	685,000	663,000	685,000	5.7%	3.3%
Provost	26,675,000	29,369,000	26,067,000	29,026,000	10.1%	11.4%
Central	3,133,000	1,800,000	1,727,000	510,000	-42.5%	-70.5%
VC Rural, Community & Native Educ	6,253,000	6,404,000	6,237,000	6,297,000	2.4%	1.0%
Vice Chancellor for Student Affairs	3,862,000	4,318,000	4,087,000	4,657,000	11.8%	13.9%
Vice Chancellor for Admin. Services	1,989,000	2,401,000	1,957,000	2,241,000	20.7%	14.5%
Vice Chancellor for Research	7,000	8,000	4,000	8,000	14.3%	100.0%
<b>Grand Total</b>	<b>42,567,000</b>	<b>44,985,000</b>	<b>40,742,000</b>	<b>43,424,000</b>	<b>5.7%</b>	<b>6.6%</b>

CABINET	FY23 Indirect Cost Recovery Cycle 10	FY24 Indirect Cost Recovery Cycle 10	FY23 Year End Indirect Cost Recovery	FY24 Projected Year End Indirect Cost Recovery	Cycle 10 Change FY23 to FY24	Projected Year End Change FY23 to FY24
Chancellor	-	-	-	-	0.0%	0.0%
Provost	5,242,000	6,840,000	6,908,000	8,236,000	30.5%	19.2%
Central	4,408,000	4,937,000	5,651,000	6,352,000	12.0%	12.4%
VC Rural, Community & Native Educ	259,000	459,000	351,000	511,000	77.2%	45.6%
Vice Chancellor for Student Affairs	-	49,000	-	49,000	0.0%	0.0%
Vice Chancellor for Admin. Services	5,355,000	7,124,000	7,939,000	8,675,000	33.0%	9.3%
Vice Chancellor for Research	13,754,000	14,374,000	16,653,000	17,401,000	4.5%	4.5%
<b>Grand Total</b>	<b>29,018,000</b>	<b>33,783,000</b>	<b>37,502,000</b>	<b>41,224,000</b>	<b>16.4%</b>	<b>9.9%</b>



*since 1917*

- **Topics by Rachel**

- End of year reminders –
  - G/L recons
  - Inventory counts
  - Routine JV's (deferred revenue, etc.)



- **Topics by Carla**

- **Discover UAF: Overview for remote employees – June 13**
- **New Employee Welcome events (in-person at Troth Yeddha' campus)**
  - **July 9 – 8:15 a.m.-2:30 p.m.**
  - **Aug. 15 – 8:15 a.m.-2:30 p.m.**
  - Encourage new hires to attend, and visit the website ([www.uaf.edu/employee-experience](http://www.uaf.edu/employee-experience)) for a checklist, resource links and a curated calendar of events. There, you'll also find a link for the **Employee Experience Task Force** recommendations and Chancellor White's response. ([www.uaf.edu/finserv/employee-experience/employee-experience-task-force.php](http://www.uaf.edu/finserv/employee-experience/employee-experience-task-force.php))
- **Departmental onboarding**
  - Reach out if you intend to develop or improve your departmental onboarding.



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- **Training Minute**

- Compliance report – review & discuss - [www.uaf.edu/finserv/finance-accounting/reports/index.php](http://www.uaf.edu/finserv/finance-accounting/reports/index.php)





# Program Code Compliance

Statewide Cost Analysis reviews selected labor and non-labor expenditures and encumbrances for facilities and administrative cost (F&A) compliance purposes. The quarterly reviews identify potential areas of compliance risk with respect to consistent charging practices as they relate to direct and F&A type costs.

Cost Accounting Standards (CAS), 2 CFR Part 220 (OMB Circular A-21) and campus specific Disclosure Statements (DS-2) provide guidance on consistent charging at the university.

## Helpful Resources

The [Program Code Definitions \(PDF\)](#) provide additional guidance on the proper use of program codes. The [Program Code Structure & Crosswalk \(PDF\)](#) identifies all program codes that are considered pool costs (indirect) and how the fund type changes the allowable accounts.

For example, an SS (Student Services) program code is treated as a pool cost for expenditures on unrestricted and designated funds. This means 3444, 4010, etc. account codes are appropriate with this combination. An expense on an SS org with a match or restricted fund is considered an OSA (Other Sponsored Activity). In this case, 3448, 4015, etc. account codes are now appropriate.

## Report

Use the listing below to proactively identify and correct mismatches before they show up on the SW compliance review. This report is updated bi-weekly on Monday following the payroll run.

[FY24 Compliance Related Mismatches \(Excel\)](#)

**Reports**

Contact our office for assistance with or feedback on these reports. We are happy to work with you to get the information you need. Our [Training page](#) includes recorded sessions that cover tips for using some of our published reports. In addition to Banner and TOAD, you can generate reports from [DMenu \(Adhoc\)](#) and [VistaPlus](#).

- Budget Status
- Foundation Fund Expense Account (FFEA) Reports
- Fund Activity
- Labor
- Management
- Program Code Compliance
- Spring Management Review
- Resources
- Training
- Contact Us

FY24 Account-Program-Fund Code Mismatches as of May 13, 2024

UNIT	FUND	FUND TITLE	ORG	ORG TITLE	ACCT	YTD	ERROR
UAF Advancement	270063	UAF Institutional Events	40022	FC UR Internal Commun. & Events	4010	84.98	Acct 4010 should not be charged to restricted fund (or IN, PS, RR, RT prog code)
UAF AK Center for Energy & Power	103010	UAF General Funds	68078	FC VCR ACEP Holdmann Research	4010	450.69	Acct 4010 is for indirect use only and not to be charged against RR prog code
UAF Chancellor	273075	UAF Staff Development Day	40005	FC Governance Office FY23SI	4008	444.53	Acct 4008 is for unrestricted use only
UAF College of Engineering & Mines	103010	UAF General Funds	68011	FC CEM INE Research Admin	3448	361.30	Acct 3448 is for direct use only and not to be charged against RD prog code
			68040	FC CEM Dean's Office	4015	7,184.70	Acct 4015 is for direct use only and not to be charged against RD prog code
					3018	168.00	Acct 3018 is for restricted/match use only
					3448	4.94	Acct 3448 is for direct use only and not to be charged against AS prog code
					4015	281.00	Acct 4015 is for direct use only and not to be charged against AS prog code
			68045	FC CEM Civ Geo & Env Eng Instr Spt	4018	52.61	Acct 4018 is for restricted/match use only
			68046	FC CEM Elec & Cmpt Engr Instr Spt	3018	529.80	Acct 3018 is for restricted/match use only
			68047	FC CEM Mechanical Engr Instr Spt	4015	4,812.25	Acct 4015 is for direct use only and not to be charged against ID prog code
			68203	FC CEM Instr Equip Svc Sply	4015	179.95	Acct 4015 is for direct use only and not to be charged against ID prog code
			68208	FC CEM Mech Engr Instr Spt	4008	44.06	Acct 4008 is for unrestricted use only

- **Round Table**

- What do you have to share?



- **FY24 Financial Managers' Meetings**

*Via Zoom until further notice*

*June 25*

**FY25 Financial Manager's Meetings**

*July 30*

*August 27*



*All dates subject to change or cancellation*